

S-E-C-R-E-T

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030017-1

20 January 1978

MEMORANDUM FOR: Acting Deputy Director for Administration

25X1A

FROM : [REDACTED]
Acting Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 20 January 1978

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1. (U) New Approach - Minority Recruitment: Last year the Agency's presence at a minority Job Fair at Ohio State University precipitated a campus demonstration. This year Miss [REDACTED], our recruiter who covers Ohio State, proposed a different approach which has been accepted by the University's Office of Minority Affairs (OMA). It was agreed that the Agency will advertise its requirements at the Job Fair but interview interested students off the campus. CIA sign-up sheets for interviews will be included among those of other Job Fair participants and students who want to apply for or discuss employment will be advised later of the time, date, and place of interview. OMA favors this arrangement because it wants minority students to have an opportunity to interview with our representatives without the threat of a disturbance at the Job Fair.

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2. (U) Hispanic Recruitment: Recruiter [REDACTED] of our [REDACTED] Office talked with Mr. Alfonso Ludi, Chairperson for the Spanish-Speaking Coordinators in the Washington area, during the week. He invited [REDACTED] to attend the monthly meeting to be held at the Civil Service Commission. [REDACTED] also plans to explore the use of the various "talent banks" of local Hispanic organizations such as the National Council of La Raza and to advise the various organizations of our continuing interest in their programs.

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3. (U) IG Inspection: A representative in the Inspector General's Staff visited Recruiter [REDACTED] on 17 January in connection with the current survey of Recruitment Division.

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4. (U/AIUO) External Placement Assistance - Reduction List: To date, 65 of the 212 persons on the Operations Directorate reduction list have sought employment assistance from Retirement Counseling and Employee Assistance Branch (RCEAB). Twenty of the 65 have produced resumes which were edited and typed by RCEAB. A number of the remaining 45 persons probably have produced resumes but did not ask RCEAB to either edit or type them. 25X1A

25X1A 5. (U/AIUO) Briefing: On Thursday, 12 January, [REDACTED], Chief, Retirement Counseling and Employee Assistance Branch, briefed most of the members of the IG Grievance Group on the program and current activities of RCEAB. The briefing was arranged for the purpose of informing the IG Staff of RCEAB's capabilities, particularly in relation to the personnel involved in the Operations Directorate reductions.

6. (U/AIUO) Retirement Planning: During the past week we forwarded to the appropriate career services 281 retirement planning memoranda. These memoranda were sent to all employees who were born in 1923.

7. (U/AIUO) VIP: The quarterly VIP statements for the quarter ending December 1977 have been received and are in the process of distribution. We hope to have them all distributed shortly.

8. (U/AIUO) Summer-Only Program: Testing for the clerical summer employment program has been completed with the exception of five local applicants who were unable to make it in for testing last Friday. We plan to forward 30 to 40 initiations of second-year applicants to the Office of Security the week of 23 January. This will relieve the pressure on the Office of Security, which might be created if all of the initiations were forwarded at one time.

9. (U/AIUO) Regulations: The following ^{have} been sent to Regulations Control Branch:

- 25X1A
- Comments on [REDACTED] Security Clearance and Approvals.
 - Proposed Bulletin on Part-Time Employment.

10. (U/AIUO) Legislation: We drafted a revision of Section 108(m), Termination Authority of Title I, at the request of the Agency Task Force concerned with the Charter Legislation.

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11. (C) Prepaid Legal Plan: [REDACTED] Chief, Insurance Branch, met with representatives of the Office of Security and Central Cover Staff to discuss the security and cover aspects of a proposed prepaid legal plan for Agency employees. A consensus was reached that a prepaid legal plan could probably not be made available to employees in the Operations Directorate, selected Administration Directorate employees and other personnel under cover. There are also some security and cover concerns associated with having such a program for overt employees. Mr. [REDACTED] has requested a clarifying memorandum from both Central Cover Staff and the Office of Security. 25X1A

12. (S) Flight Restriction Lifted: The SSA-DD/A advised our Central Processing Branch personnel that the ban of flying Lufthansa Airlines has been lifted.

13. (U/AIUO) Skills Session Oversubscribed: The skill session scheduled for 25 January 1978 on PERSIGN II and the CSGA has been oversubscribed.

14. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 45.

15. (S) Rehired Annuitants: See attached report.

COMING EVENT:

Agency Reserve Meeting: The subject of the Agency Reserve meeting on 23 January 1978 is "Air Force Organization for Intelligence and Counterintelligence." The guest speaker for this meeting is Mr. Hinz Mehlig from the Department of the Air Force.

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Att

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EA/D/Pers/[REDACTED]:ri (20 Jan 78)

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S E C R E T

19 January 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (16-20 January 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was approved for extension by the Acting Deputy Director for Administration:

DDO

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- Independent Contractor, CI Staff, one-year extension.

2. (S) The following rehired civilian annuitant case was approved for extension by the Acting Director of Personnel:

DDA

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- Independent Contractor, Office of Security, one-year extension.

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